



**Rules for Unassembled Caucus for  
City of Manassas Commissioner of the Revenue**

1. All times shall be read from the phone of the Chair of the Caucus.
2. The doors of the caucus room will open and the certification process will begin at 6:30 pm.
3. The doors to the caucus room will be closed promptly at 8:30 pm. Persons standing in line to complete a Caucus Declaration Form at the time the doors close will be allowed to complete their forms and participate in the caucus.
4. Every person who participates in the caucus must complete a Caucus Declaration Form and sign a statement asserting that she or he is a registered voter in the City of Manassas, is a Democrat, believes in the principles of the Democratic Party, and does not intend to support a candidate opposed to the Democratic nominee in the next ensuing election. They must also have their voter registration status verified.
5. The co-chair of the Manassas & Manassas Park Cities Democratic Committee (Allen Muchnick) shall act as the permanent chair of the caucus.
6. The secretary of the Manassas & Manassas Park Cities Democratic Committee shall act as the permanent secretary of the caucus.
7. Caucuses shall be conducted in accordance with the *Virginia Democratic Party Plan* and the Call to Caucus that was revised on May 26, 2017.
8. The permanent chair shall appoint a tellers committee.
9. Ballots will be prepared listing the first name and last name of each candidate properly filed in alphabetical order.
10. At the conclusion of voting, the tellers committee shall count the ballots. Each candidate is entitled to have one observer for the counting of the ballots.
11. There shall be no campaigning inside the caucus room, the check-in area, or anywhere else inside the Manassas City Hall building.
12. There will be no Press or Observers permitted in the room in which balloting takes place.
13. Tie votes will be decided by the flip of a coin.